 <b>Missouri Department of Natural Resources Administrative Policies and Procedures</b>		
<b>Chapter 1 Employee Relations</b>		
<b>Multicultural Affairs Committee Policy</b>	<b>Effective date</b>	<b>Revised</b>
<b>Number: 1.07</b>	<b>September 21, 2001</b>	

The Department of Natural Resources envisions a place where people can come together in search of solutions for environmental problems that influence our citizens. Multicultural Affairs Committee (MAC) represents all department employees and serves as an advisory council on cultural diversity issues. With employees from diverse backgrounds, better solutions may be designed for our state's entire population and environment.

## REFERENCE

Multicultural Affairs Committee Bylaws

## DEFINITIONS

*Division:* One of the functioning agencies within the department, including:

- Office of the Director (including the Division of Administrative Support, Soil and Water Conservation Program, Water Resources Center and Energy Center)
- Division of Environmental Quality
- Division of Geology and Land Survey
- Division of State Parks
- Field Services Division

*Committee member:* Any Missouri Department of Natural Resources employee who has completed an official MAC membership application.


*Divisional representative:* Each division director appoints a staff member to act as the divisional representative for their respective division.

*MAC liaison:* This person is responsible for facilitating communication, coordinating and developing budget proposals between the MAC and the Department of Natural Resources Executive Staff. The MAC liaison is selected by the department director and reports all MAC matters to the department director.

*MAC officers:* The MAC officers are a chair, a vice-chair, a budget officer, a recording secretary, an assistant recording secretary and an Employee Advisory Council (EAC) officer.

## GENERAL PROVISIONS

The Multicultural Affairs Committee strives to create an environment in the department so employees can understand, appreciate and respect each other's cultural differences. The

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Committee will keep the department leadership abreast of cultural diversity issues and assist in the development of progressive and workable policies to:

- Ensure equal recruitment, retention and promotion of department employees of all cultures.
- Recognize and accept that diversity and MAC sponsored cultural events will benefit all department employees and the citizens of Missouri.

### **Roles and Responsibilities**

The MAC will keep the department abreast of cultural diversity issues and assist in the development of progressive and workable policies to:

- Help the department encourage nondiscriminatory recruitment, retention and promotion of department employees, and support the department's Affirmative Action Plan.
- Help the department recognize and accept that diversity and cultural events will benefit all employees.
- Aid in developing formal procedures to provide guidance about diversity related issues, and.
- Conduct and promote diversity training and educational outreach to schools and department employees.

Members of the MAC will be allowed and expected to participate in MAC meetings, administrative activities (such as contract/bid reviews, interview panels, etc.) and events (such as Legislative Caucuses, Career Fairs, etc.).

The MAC officers, liaison, division representatives, membership and terms of service, subcommittees, and authority are all outlined in the MAC by-laws.

The MAC member and their supervisor shall work together to determine the work expectations of that member serving as a MAC officer, liaison or a representative.

### **Coordination and Communication**

The MAC liaison will coordinate between the committee, the department director and the executive staff.

MAC division representatives will communicate with MAC members from their division and its administration.